

ILLINOIS DEPARTMENT OF CHILDREN AND FAMILY SERVICES

SCAN COMMITTEE MEETING MINUTES

December 19, 2018

9:30 a.m. until 12:00 noon

JRTC, 100 West Randolph Street, Room 275, 6th Floor, Chicago and/or
DCFS, 406 East Monroe Street, Video Conf. Room, 7th Floor, Springfield

10 members present: Mary Bennett, Veatrice Crawford, Mary Jane Forney, Maria Glisson, Mary Hardy-Hall, Denise McCaffrey, Alicen McGowan, Diane Scruggs, Jackie Sharp, Alice Staley

8 members absent: Elaine Bailey-Johnson, Patricia Glenn, Joe Hemphill, Judge Martin, Delilah Nelson, Cynthia Savage, Ann Deuel, and Judi Bradley

DCFS Staff Present: Michelle Davis, Anne Gold, and Linda Moore

1. **Introductions**-Diane Scruggs called the meeting to order at 9:40 A.M. The Springfield attendees joined us by teleconference.
2. **Review and approval of October Meeting Minutes** - Veatrice asked that future to do lists be part of the meeting agenda. Veatrice 1st, Mary Forney 2nd, the minutes were unanimously approved.
3. **Director BJ Walker, meet with SCAN** - Director Walker had a scheduling issue and will not be here today. We will have a meeting with the Director after the new governor is in place. Diane asked Michelle to put this on the Director's schedule for our February meeting. Linda will send Michelle the meeting schedule.
4. **Status of outstanding appointments** (Michelle)-Michelle has 3 letters (Judi Bradley, Ann Deuel, and Denise McCaffrey) for appointment which are signed by the Director. Anne pointed out that we need to have a pediatric physician on our committee. She read from 325 ILCS 5/11.7 from Ch. 23, par. 2061.7. Sec. 11.7 *"The committee shall be composed of individuals of distinction in human services, **neonatal medical care**, needs and rights of persons with disabilities, law and community life, broadly representative of social and economic communities across the state."* She asked if anyone had a suggestion. Diane suggested asking the Child Death review committee for suggestions. Alicen recommended Dr. Hujara, a pediatric psychologist who is on the Medicare Advisory Committee. Diane said this person needs to be a doctor of medicine. She will contact her to see if she is qualified and interested. Michelle provided her resume. Veatrice is waiting for her re-appointment letter. Linda provided some appointment letters from the binder to review. A history of changing Liaisons and Directors has made this a difficult situation. Linda will send a tracking sheet of appointment letter expiration dates for Michelle's review.
5. **Access to D-Net** (Michelle) - D-net access should be available to any member who has an Illinois.gov email. Vera from IT will be contacting Michelle this morning. She will also research getting all the members an Illinois.gov. Only employees or contractual employees can get state ID badges per Tammy Grant. The badge would help members with hotel rates and travel expenses. Members also should sign in and out of the building when attending event. Field offices have more security. Michelle will check if there is a state ID with limited access.

6. **Status of Tax Check Off** (Michelle) - The tax check-off legislation will be introduced in January. Michelle will inform us of the bill number once it gets filed. Diane would like to add this topic to the agenda for February.
7. **Ethics and Sexual Harassment Statements** - Diane encouraged the members to submit their training certificates promptly. Linda reported on the status of compliance for the members. Two members have outstanding ethics and sex harassment certificates due. Maria Glisson entered the meeting at 10:05 A.M.

Due to the lack of attendance, per the bylaws, two members will be sent a letter giving them the option to resign or attend. Diane will suggest that if this is a bad time they could take a break. Noting that if a member has good cause they can be excused. The by-laws require that if members miss more than two meetings without good cause they will terminate their membership.

8. **Annual File Review Summary** – The members who attended this meeting were given the draft file review notes spreadsheet to review and prepare recommendations. Due to confidentiality, the document could not be dispersed electronically. Diane would like to work on the file review in January after the new governor is in office. She will send a draft of her file review summary and conclusions to the members. Anne asked the members to look for patterns of case work and make recommendations based on their experience of reading these files. The Annual Report is due soon. Anne will draft the annual report and send it to Diane for review. The file review recommendations will be included in annual report.
9. **Announcements / Other matters** - Denise reported that the PCA Conference was very successful. They are preparing for the next event this spring. Veatrice would like to have the June 6-8, 2019 National PCA Conference information well in advance so the members can make plans. The delegates need to be members in good standing. Out of state travel must be approved 30 days in advance. It will be held in Albuquerque, New Mexico. By the February meeting the members should be ready to say if they are interested in attending. Anne sent an email to learn the number of members who can attend.

Diane wants to have a quarterly meeting of all the advisory groups. This is where the annual report is to be written. A member of staff has not been responsive. The groups should support one another. The annual reports should have threads that run through each groups work. At the National meeting, every state reports on how their advisory groups are doing. We need to prepare for this. Diane is asking Michelle to help with setting up this quarterly meeting and to ask who is responsible for convening the advisory groups. SCAN is asked by the governor's advisory council to make recommendations for legislation. Cheryl Peterson used to pull the groups together to prepare the annual report. She also organized the attendance at the National Convention.

10. **Public comments** – none. The meeting adjourned at 11:03 am.